

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, June 17, 2019, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**ROLL CALL:**

Tom Deidrick-Vice Chair	X	Ann Hartman	X
John Fenner	X	Sup. Andy Nicholson	X
Corday Goddard-Chair	X		

**OTHERS PRESENT:** Adam Kofoed, Patrick Leifker, Randy Gast, Matt Roberts, Kathy Meyer, and Zach Chartrand,

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the May 20, 2019 meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the minutes from the May 20, 2019 meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

2. Mileage reimbursement for BCHA Commissioners.

Adam Kofoed stated that twice a year, BCHA Commissioners are able to claim mileage reimbursement for their travel to the meetings. A. Kofoed stated there is a mileage reimbursement form in the packet. If you would like the form emailed to you, please contact Adam. Please submit forms to Adam prior to July 17 if you wish to be reimbursed by the July meeting.

3. HUD's official response of the BCHA's portability waiver request.

A. Kofoed provided an update on HUD's official response of the BCHA's portability waiver request. As reported at the April 15 Housing Authority meeting, HUD explained that they would not be recommending approval of our request. A. Kofoed stated we officially received HUD's response. HUD headquarters did not approve the BCHA's request. HUD Milwaukee staff did recommend that one alternative to reducing our portability numbers is to increase our project based voucher usage.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file. Motion carried.

**REPORTS:**

4. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

There were 192 preliminary applications for May.

B. Unit Count

The unit count for May was 2,915.

C. Housing Assistance Payments Expenses

The May HAP expense totaled \$1,331,352.

D. Housing Quality Standard Inspection Compliance

There were a total of 392 inspections conducted for May. Out of the 392 inspections; 189 passed initial inspection, 79 passed re-inspection; 99 failed; and 25 were a no show.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
For the month of May there were 273 port outs with an associated HAP expense of \$252,554.00. ICS was under spent by \$4,445.76 and the FSS underspent by \$1,613.79.
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
In May there were 78 active FSS clients, 58 clients in level one; 11 clients in level two; 2 client in level three and 7 clients in level four. There were 10 new contracts signed, 0 graduates, 37 active escrow accounts and 46 active homeowners.
- G. VASH Reports (new VASH and active VASH)  
For May there were 0 new VASH clients, for a total of 33 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations  
For May, there were 32 total investigations, 6 new investigations, 25 outstanding cases and 1 case closed. There were 180 new applications processed, 179 were approved and 1 was denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay, DePere, and Ashwaubenon. Applications by Municipality is as follows: vast majority in Green Bay, and representative population of every jurisdiction in the county and Other (outside of Brown County).

A motion was made by A. Nicholson, seconded by T. Diedrick to receive and place on file. Motion carried.

**NEW BUSINESS:**

- 5. Consideration and review of progress on the new Family Unification Program (FUP) vouchers.

Patrick Leifker stated that in 2018 BCHA was awarded 52 vouchers for the Family Unification Program (FUP). The actual administration of those vouchers began on March 1, 2019. P. Leifker explained what the two target populations of the FUP vouchers are. Since the award of these vouchers, BCHA staff, ICS staff along with service providing agencies have met to establish the process & procedures for the administration of these vouchers. P. Leifker stated that we have received 21 referrals since March; 13 initial appointments conducted; and 7 vouchers have been issued. P. Leifker stated voucher holders will be receiving direct case management from the service providing agencies that referred them to the BCHA.

Adam Kofoed provided some homeless statistics from the WI State Department of Institutions' Homeless Student Enrollment Data. They define homeless as someone who is doubled-up or "couch surfing". The numbers have stabilized since 2008, but are still considerably higher than before 2008 recession. In reviewing the state statistics, there is a statewide problem of homelessness not just within Brown County.

A. Hartman asked what the definition of homelessness is and stated she has heard that students in foster care or students living with aunts & uncles are considered homeless and asked A. Kofoed if this was true. A. Kofoed stated he would look into trying to find the definition of homelessness and get back to A. Hartman.

A motion was made by A. Nicholson, seconded by J. Fenner to receive and place on file. Motion carried.

6. Consideration and review of a draft gap financing policy regarding future financial assistance for large-scale property developments.

Adam Kofoed reminded board members that BCHA has had discussions on having a GAP financing policy and how best to use its unrestricted funds when it comes to larger scale developments.

Adam Kofoed drafted a policy and A. Kofoed is looking for input on the policy and an interest rate. A. Kofoed provided a table with Pros & Cons of potential interest rates.

Discussion occurred on interest rates.

A. Kofoed stated he is looking for approval today on the draft policy and decide on a preferred interest rate. Adam will bring back an official policy next month. If you have any comments before next month's meeting, please contact Adam.

A motion was made by A. Nicholson, seconded by A. Hartman to accept and place on file the draft gap financing policy and ask that next month Adam bring back a formal policy with recommendations on an interest rate for further discussion. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA bills.

A. Kofoed presented the BCHA bills.

- Audit done last month, under what we have budgeted for.

A motion was made by A. Nicholson, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

8. Consideration with possible action on acceptance of BCHA financial report.

A. Kofoed presented the BCHA financial report.

- Switching to Nicolet National Bank was been beneficial as the BCHA has already received \$14,670.79 in interest.
- About 41% of our budget.

A motion was made by A. Nicholson, seconded by J. Fenner to accept and place on file the BCHA financial report. Motion carried.

#### **STAFF REPORTS AND INFORMATIONAL:**

9. Executive Director's Report

- a. Milwaukee Meeting with Potential Development Partners.

Adam Kofoed provided a brief overview of a recent meeting he and Chuck Lamine had with Cardinal Capital in Milwaukee. They toured a couple of projects, one being a facility for deaf seniors. A. Kofoed stated Chuck would provide a more detailed report of the visit with Cardinal Capital at a future meeting.

10. Housing Administrator's Report

- a. Housing Affordability Reports.

The Wisconsin State Legislature requires communities with populations of 2,000 or more residents to establish annual housing affordability and housing fee reports. BC planning staff discussed and determined the best fit to help communities complete these reports would be at the BCHA due to its common mission. BCHA staff is currently drafting proposals and cost estimates to help communities complete a report. A. Kofoed indicated that this will not affect his admin budget.

- b. Memorandum of Understanding (MOU) update with BC Health.  
A Memorandum of Understanding was executed between BC staff, ICS and BC Health staff in terms of sharing data with housing that has children with high lead level tests. We did receive two addresses, but neither one was a voucher unit.
- c. Lead Based Paint Hazard Reduction Program (LBPHC).  
Adam Kofoed stated we have been approached by HUD to apply for a Lead Based Paint Hazard Reduction grant. Adam summarized the grant program and funding. A. Kofoed indicated that the Milwaukee Field Staff Director will be coming to Green Bay this week to discuss the grant program. A. Kofoed stated he does not recommend pursuing this grant.
- d. Lead Based Paint Housing Statistics for Brown County.  
A. Kofoed summarized the lead based paint housing statistics for Brown County.

**11. OTHER BUSINESS:**

None.

Date of next meeting: July 15, 2019.

A motion was made by A. Nicholson, seconded by A. Hartman to adjourn. Motion carried.  
Meeting adjourned at 4:05pm